STATE OF CALIFORNIA

BETTY T. YEE
California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 15, 2017   PERSONNEL LETTER #17-015

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Debra Spellman, Chief
        Personnel/Payroll Services Division

RE: **NEW DATE EDITS FOR ACAS**

The State Controller's Office (SCO) has processed a change in the Affordable Care Act System (ACAS) to standardize data entry into ACAS, and reduce the number of errors and corrections in the database.

CODES 5A, 5B, 5C AND 5D:
Effective June 19, 2017, all ACA Status Codes 5A, 5B, 5C, and 5D <u>must</u> be keyed effective the last calendar day of the month. If any other effective date is keyed then the record will reject and one of the following error messages will display:

- "CANNOT KEY 5A (admin canceled) with an effective date that is not the last calendar day of the month"
- "CANNOT KEY 5B (voluntarily canceled) with an effective date that is not the last calendar day of the month"
- "CANNOT KEY 5C (suspended) with an effective date that is not the last calendar day of the month"
- "CANNOT KEY 5D (canceled perm sep) with an effective date that is not the last calendar day of the month"

CODES 1A, 1C and 3A:
Effective June 19, 2017, all ACA Status Codes 1A, 1C, and 3A must be keyed effective the first calendar day of the month. If any other effective date is keyed then the record will reject and one of the following error messages will display:

- "CANNOT KEY 1A (offered) with an effective date that is not the first calendar day of the month"
- "CANNOT KEY 1C (COBRA offered) with an effective date that is not the first calendar day of the month"
- "CANNOT KEY 3A (accepted) with an effective date that is not the first calendar day of the month"

If you have any questions, please contact the SCO ACAS Online Support Group at (916) 322-3770 or ACASupport@sco.ca.gov.

DS:SH:AT